

**Probation Committee
Judicial Conference of Indiana**

Minutes

August 15, 2003

The Probation Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on August 15, 2003 from 1:00 p.m. to 3:30 p.m.

1. **Members present.** The following members of the committee were present: Douglas R. Bridges, G. Thomas Gray, Thomas Perrone, Mark Stoner, and John Surbeck, chair.
2. **Staff present.** Jane Seigel, Jenny Bauer, Bob Champion and Michelle Goodman provided staff assistance to the committee.
3. **Minutes approved.** The minutes from the February 21, 2003 meeting were amended to add Judge Mark Stoner to the list of attendees. The minutes were approved as amended.
4. **Probation administration issues.**
 - a) Application for Exam. Bob Champion reported that Rosa Marie Reum's application to retake the probation officer exam was denied in April of 2003. Her application submitted on 4-9-03 was denied because she certified that she had never been arrested; the State Police background check showed that Ms. Reum was arrested for domestic battery on 6-19-02. Mr. Champion distributed copies of Ms. Reum's application and her explanation of the arrest to the committee. After reviewing the documentation and discussing the issues, the Committee decided not to permit Ms. Reum to take the probation officer examination. The Committee requested that Mr. Champion locate the documents outlining the appeal process and inform Ms. Reum of the Committee's decision.
 - b) Officer Update issues. The Committee discussed what information was needed when probation departments notify the Judicial Center of changes in employment status, specifically resignations or removals. Mr. Champion distributed the form currently used and reported that he discussed this issue with Linda Loepker, Staff Attorney in the Division of State Court Administration. Ms. Loepker suggested creating a standardized form with check boxes next to a general description of the reasons for the change in employment status (i.e. violation of policy, retired, etc.) The Committee discussed who has access to the probation officer update sheets. It was determined that these forms would be public records. After further discussion, the Committee requested that Mr. Champion work with Linda Loepker to develop a recommended form for the Committee's review.

- c) Interstate Compact form. Bob Champion distributed copies of the Indiana Interstate Compact Investigation Request form for adults. The form was updated to include the application fee form or waiver in the list of materials that must be included with the form. The Committee approved the addition of the Application fee and waiver items to the list of required materials on the Interstate Compact form.
- d) Intrastate Transfers. Mr. Champion presented the Committee with issues concerning Intrastate transfer of probation. Specifically, some counties do not accept transfers from other Indiana counties for various reasons. After discussing these issues, the Committee requested that this issue be presented to the Probation Officers Advisory Board to develop criteria for acceptance or rejection of Intrastate transfers and standardized forms. The Probation Officers Advisory Board will then make a recommendation to this Committee regarding intrastate transfer of probation.
- e) Interstate Compact transfers. Mr. Champion also reported that there are administrative issues that arise in working with some counties that have more than one department when sending paperwork for Interstate Compact transfers. The Judicial Center follows the procedure set up by the county, but many times the designated probation department sends a note back to the Judicial Center requesting the Center to send the transfer to another department within the county. Most counties have one adult contact and one juvenile contact, but the problem arises in counties with several probation departments. The Committee requested that this issue also be presented to the Probation Officers Advisory Board to develop recommendations and criteria for resolving where to send Interstate Compact transfers for a county with more than one department. The Committee also authorized the Judicial Center to send a letter to the counties with this issue asking for a contact person to receive transfers on behalf of the county.
- f) AS400. Jane Seigel explained to the Committee that the AS400 is the information system used by the Judicial Center for keeping basic information on probation officers (date of passing exam, date completed orientation, department, etc.) Ms. Seigel reported that the Judicial Center has received calls from probation officers asking for their anniversary dates. Ms. Seigel stated that for most probation officers, the anniversary date is the start date (date they began employment). However, the anniversary date is not always easily determined because probation officers switch departments or leave a department then return to another department with a gap in time between the employment periods. Ms Seigel asked the Committee to consider whether the Judicial Center should track the start dates (anniversary dates) of probation officers. The Committee discussed the value of having this information available from one source and the challenges in gathering that information. The Committee decided to remove “start date” and “added employment credit” from the AS400 system. The Committee requested the Probation Officers Advisory Board to determine what is the best way to gather accurate information regarding the employment history of all probation officers.

5. **Years of experience re: part-time probation officers.** Judge Stoner requested that the Committee revisit the issue of years of experience for part-time probation officers with regard to the salary schedule. The Committee discussed this issue at the February 2003 meeting and decided that part-time probation officers should earn the salary on a pro-rata basis as well as the years of experience. Judge Stoner stated that the more he thought about the Committee's decision from February, the more he was convinced that it was wrong with respect to the years of experience. He said that from a fairness standpoint, part-time probation officers should get a full year of experience for every year worked because the salary is reduced based on the part-time status. Jane Seigel recommended following the PERF rules to determine how part-time probation officers earn years of experience. The Committee requested the Judicial Center staff to research the PERF rules and report the findings to the committee.
6. **Frequently Asked Questions.** Jenny Bauer reported that she was inundated with calls regarding the new probation user's fees/administrative fee and compact application fee after the end of the 2003 legislative session. Because many people called with the same questions, Ms. Bauer created a list of frequently asked questions for the probation page of the Judicial Center's website. She distributed a copy of the FAQ's from the website and reported that she will update the list as she continues to get questions.
7. **Next meeting.** The next meeting of the Probation Committee will be held on October 31, 2003.

Respectfully submitted,

Jenny Bauer
Staff Attorney